

Date 06/05/08

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Disabled Veterans Special Emphasis Program (DVSEP)**

Program Description

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: OFFICE OF CIVIL RIGHTS AND DIVERSITY

1.0 PURPOSE

To establish the Environmental Management Consolidated Business Center (EMCBC) Program Plan, the EMCBC supports a policy that ensures disabled veterans are given equal opportunity through implementation of a local Disabled Veterans Affirmative Action Program Plan.

2.0 SCOPE

This Plan incorporates specific objectives and outlines local program goals, methods of implementation, and time frames under which these goals are to be accomplished. These goals are incorporated into the overall personnel management process at the EMCBC, with every facet of those personnel practices relating to employment, promotion, development, benefits, and treatment of employees and prospective employees, reflecting continuing concern for promoting a policy of nondiscrimination regardless of race or national origin, creed, color, sex, political affiliation, marital status, age, or physical disability, with respect to any position that an applicant is capable of performing.

3.0 APPLICABILITY

The EMCBC performs the hiring functions for multiple Environmental Management (EM) sites to include EMCBC located in Cincinnati Ohio, and other EM sites in various locations across the DOE complex.

4.0 REQUIREMENTS and REFERENCES**4.1 Requirements**

- 4.1.1 5 U.S.C. 3112, Disabled Veterans; Noncompetitive Appointment
- 4.1.2 Veterans Employment Opportunities Act of 1998 (VEOA),
(Public Law 105-339)
- 4.1.3 Jobs for Veterans Act (Public Law 107-288)
- 4.1.4 DOE Order 243.1, Records Management Program

4.2 Reference

4.2.1 38 U.S.C. 4214, Employment within the Federal Government

5.0 DEFINITIONS

5.1 Veterans Advisory Council – This ad hoc body consists of four staff members, each of whom is a veteran and a volunteer to the council and the Assistant Director, EMCBC Office of Civil Rights and Diversity. The purpose of the council is to assist the Program Manager by providing recommendations on continuing implementation on the Disabled Veterans Special Emphasis Program (DVSEP).

6.0 RESPONSIBILITIES

6.1 EMCBC Director - Approve the appointment of a Disabled Veteran Special Emphasis Program Manager and Alternate. Also, approve the Disabled Veterans Special Emphasis Program Plan.

6.2 EMCBC Assistant Director, Office of Civil Rights and Diversity – Nominate the DVSEP Manager and Alternate for Director approval. Support the establishment of EMCBC DVSEP goals; and promote efforts which will ensure that disabled veterans are targeted for consideration in ongoing recruitment efforts.

6.3 EMCBC Assistant Director, Office of Human Resources – Assure that disabled veterans are provided an equal opportunity to compete for merit promotions, awards and employment opportunities.

6.4 EMCBC Disabled Veterans Special Emphasis Program Manager (Or alternate) - Implement the goals and objectives of the DVSEP; support local area efforts for Veterans Outreach and Education Programs, particularly in the area of equal employment opportunity for disabled veterans; and chairs the Veterans Advisory Council.

6.5 EMCBC Veterans Advisory Council - Provides general assistance, information and guidance to the EMCBC DVSEP Manager by providing support and recommendations on continuing implementation on the DVSEP; act as liaison with other associated official veterans groups and organizations concerned with adjudication and discharge of veterans affairs; and serve as an advocate of veterans affairs.

7.0 GENERAL INFORMATION

7.1 Assessment of Disabled Veteran Employment – During the initial stand-up of the EMCBC, staffing measures included direct reassignments from multiple DOE sites and offices, as well as, opportunities to hire from within the DOE Environmental Management community and from other sources internal and external to Federal Service.

The EMCBC in Cincinnati, OH has successfully enhanced veteran employment. As of May, 2008, of the 156 permanent full-time employees, 31 are veterans or (19%) of the current staff. Veteran employment is represented in grades GS-07 to GS-15. Disabled veterans are represented in the GS-13 and GS-14 grade levels.

Since the EMCBC staffing numbers continue to grow, opportunities to hire disabled veterans are expected to increase.

8.0 MISSION

- 8.1 The Veterans Advisory Council for the EMCBC will;
 - A. Provide general assistance, information and guidance to the EMCBC veterans,
 - B. Support implementation and management of the EMCBC Disabled Veterans Special Emphasis Program,
 - C. Act as liaison with other associated official veterans groups and organizations concerned with the adjudication and discharge of veterans affairs, and,
 - D. Serve as an advocate for veterans affairs.
- 8.2 The Council will strive to create an awareness of veterans' issues within the EMCBC by executing this mission in an enthusiastic and professional manner with the intent to promptly resolve issues of critical interest to EMCBC veterans. The Council will implement this mission within two broad areas of interest:
 - A. Those activities associated with administering the provisions of disabled veterans affirmative action programs, as required by Federal law, and
 - B. Activities determined by the Council to be necessary in the fulfillment of its general mission of assistance, information and guidance related to veterans' affairs.
- 8.3 Major categories and objectives to be broached by these areas of interest include:
 - A. Hiring, placement and advancement of disabled veterans,
 - B. Veterans educational guidance and outreach,

- C. Veterans training for job applications; development, and competitive (merit) promotional opportunities,
 - D. Provision of veterans anti-discrimination and reprisal information,
 - E. Medical accommodation for job related activities, and
 - F. Serving as a center of information for EMCBC management and veterans regarding veterans' entitlements, institutional barriers to employment of disabled veterans, work and leave accommodations, etc.
- 8.4 The Council may also participate in sundry veterans activities as determined appropriate by Council Management, e.g. official days of observance, special activities, etc.
- 8.5 The Council will partner with the EMCBC, Office of Human Resources to enhance, update and where feasible help integrate the goals and objectives of the DVSEP into HR policies and procedures.
- 8.6 The Council will work with other Special Emphasis Programs on commemorative events and help bring diversity training and programs to the EMCBC for all employees.

9.0 OBJECTIVES/GOALS

- 9.1 A. Evaluate the career development status of disabled veterans (with emphasis on those veterans who are 30 percent or more disabled) within the EMCBC.

Goal: The Office of Civil Rights and Diversity and the Office of Human Resources will work with management to emphasize career development in the Individual Development Plan (IDP) process utilized by the EMCBC. Managers are encouraged to support disabled veterans' applications for major career development training programs.

- B. Continue to promote employment/advancement opportunities for disabled veterans with a focus on entry level positions (GS-7 and above).

Goal: Through participation with the Office of Human Resources, attend job fairs and employment outreach with local veterans' organizations develop a list of candidates and eligible applicants for appropriate EMCBC opportunities.

- C. Continue to assure that veterans and disabled veterans are afforded an equal opportunity to compete for awards, recognition and training opportunities.

Goal: Track awards and training requests for veterans and disabled veterans at EMCBC for the current fiscal year and beyond.

10.0 RECORDS MAINTENANCE

No records are generated as a result of implementing this document. Meeting minutes will be kept by the Special Emphasis Program Manager.

11.0 FORMS USED - None

12.0 ATTACHMENTS - None

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original issue	All	05/16/06
2	Added, 4.1.1 Disabled Veterans; Noncompetitive Appointment; Added, 4.1.3 Jobs for Veterans Act (Public Law 107-288); Clarified 4.2.1 38 U.S.C. 4214, Employment within the Federal Government; Change 6.2 DESEP to DVSEP; Rewrote 7.1 for Clarification; add 6.3 Office of Human Resources Rewrite 2 nd paragraph 7.1 Change 9.1.A Assess to Evaluate Change 9.1.B add Office of Human Resources Change 8.3F Serve to Serving and Add Program to 10.0.	1 2 2 3 4 4 4 5	06/05/08

CONTROLLED DOCUMENT CHANGE REQUEST	
DATE: <u>4/17/08</u>	
INITIATOR: <u>L. Chafin</u>	
INITIATOR PHONE NUMBER: <u>6-0461</u>	
DOCUMENT AFFECTED: <u>PD-311-04</u>	
SECTION: _____	PARAGRAPH #: _____
CONTROLLED NUMBER : _____	PARAGRAPH #: _____
NEW CONTROLLED NUMBER: _____	
PROPOSED	
REVISION: <u>Update for new revision.</u>	

JUSTIFICATION: _____	

Requested by:	DATE: _____
<u>B. Fain</u>	_____
Approval:	DATE: _____
_____	_____
Associate Director	
Assigned to: <u>L. Chafin</u>	DUE DATE: _____

Document Review Record Sheet				
Document Title	Disabled Veterans Special Emphasis Program (DVSEP)			
Control Number PD-311-04	Revision No. 2	Date Issued for Review		
The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments				
To: L. Chafin	Extension: 60461	By:		
Additional Instructions:				
Reviewer	Approve	Approve w/Comments	Do Not Approve	Signature of Reviewer
B. Fain				
M. Roy				
W. Best				
Acting FM				
H. Taylor				
R. Holland				
T. Brennan				
R. Everson				
T. J. Jackson				
J. Craig				
Comments may be attached to a separate sheet of paper				
APPROVE: Signifies the reviewer's acceptance of the document issued for review.				
APPROVE w/comments: Signifies the reviewer's overall acceptance of the document regarding concept, practice, implementation, provisions and assigned responsibilities. However, the reviewer has suggestions as to the organization of its contents or helpful additions and/or deletions. These comments are termed "non-mandatory comments" and do not require formal resolution between the reviewer and preparer.				
DO NOT APPROVE: Signifies that the reviewer has identified significant problems regarding concept, practice, implementation or responsibilities that render the document unacceptable and/or not in conformance with stated requirements. Such problem areas must be clearly identified by the reviewer. It is mandatory for the preparer to resolve these comments with the reviewer, document the resolution and obtain the reviewers concurrence for the resolution. The reviewer's written concurrence with the resultant change in disposition shall be documented on this form.				
General Review Comments:				
When review is delegated, the designated reviewer shall review and indicate concurrence with the designee's review comments and recommend disposition:				
Designated Reviewer	Concur	Do Not Concur	Signature	Date

